



BAGUIO WATER DISTRICT
"Serving Mankind is Serving God"
003 Purok BWD, Brgy., Marcoville, Baguio City
Tel. No. 442-4858 Fax No. 442-4858/444-7245

Document No.	ADM-PUR-F006
Effectivity Date	February 15, 2020
Revision No.	00

No. 036024

PURCHASE ORDER

Supplier : KService Trade Inc.	P.O. No. : 36024
Tel No./ Fax No. : 0926 089 4611	Date : May 23, 2024
Address / TIN : Rizal St., Zone 7, Bangued, Abra	PR No./Abstract No. : 05-035V

Gentlemen/ Madam,

Please furnish this Office the following articles subject to the terms and conditions contained herein.

Place of Delivery : <input type="checkbox"/> Pick up <input checked="" type="checkbox"/> FOB BWD Warehouse <input type="checkbox"/> Deliver at site _____	P.O. Valid Until : <u>120 calendar days</u> Warranty : <input type="checkbox"/> Six months <input checked="" type="checkbox"/> One year <input type="checkbox"/> Others(Pls. Specify) or 10,000 kms which ever comes first (engine parts only)
Date of Delivery : <input type="checkbox"/> Working days <input checked="" type="checkbox"/> 30 Calendar Days upon receipt of PO	<input type="checkbox"/> 1% Retention Required <input type="checkbox"/> Performance Bond Required (5% if in check/50% if GSIS surety bond) <input type="checkbox"/> Subject to testing / inspection prior to payment
Delivery Term : <input type="checkbox"/> full <input type="checkbox"/> partial delivery allowed	Payment Term : <input type="checkbox"/> COD <input type="checkbox"/> 30 Days <input checked="" type="checkbox"/> Others(Pls. Specify) 15 calendar days

Quantity	Unit	Description/Specifications	Unit Cost	Amount
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4	units	Brand New Motorcycle "Honda TMX Supremo"	99,000.00	P 396,000.00
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please refer to attached sheet for specifications
X-X-X-X-X-X-X-X-X-X-X

Usage / Requisitioner For P & D, and Commercial Divisions

Prepared by: signed PAUL TRAJANO OIC Purchasing Supervisor	Checked by: signed ATTY. CHANELL DOLOR D. DE GUZMAN-BITAO Admin Division Manager	Audited by: signed LUZVIMIN G. RAMOS Internal Auditor	Recommending Approval: signed ATTY. MAURICIO C. TENEDERO ADM-Adm./Com./Fin.	Approved By: signed ENGR. SALVADOR M. ROYECA General Manager
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Conforme:	Signature over Printed Name of Supplier	Date
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Funds Available: signed JELYN D. PENALES Finance Manager	Acct. : Operating / Maintenance Expense <input type="checkbox"/> CAPEX <input checked="" type="checkbox"/> Other Payables <input type="checkbox"/>
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General Manager

  	BAGUIO WATER DISTRICT		Document Code: BAC_IH
	Bids and Awards Committee		Document No. BAC_IH_F002
	(In-house)		Effective Date: 16 March 2020
	RESOLUTION		Revision No. 00

BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 082-2024
 Request for Quotation (RQ) No. 03-035V:
 Brand New Motorcycle

WHEREAS, the Baguio Water District-Bids and Awards Committee (BWD-BAC), in accordance with the provisions of Republic Act (RA) No. 9184, conducted the bidding for the procurement of four (4) units of brand new motorcycle, with required specifications under RQ No. 03-035V, dated 11 March 2024, under a two-envelope system of bidding;

WHEREAS, the approved budget cost is Php99,000.00/unit;

WHEREAS, only **K SERVICO TRADE, INC.** submitted its bid and during the opening of the technical bid on 03 April 2024, it was determined that the lone bidder submitted complete documentary requirements thus, its bid was rated “*passed*”;

WHEREAS, the technical proposal of **K SERVICO TRADE, INC.** was endorsed to the Technical Working Group (TWG) for evaluation, and on 22 April 2024 its offer was rated by the TWG as “*complying*”;

WHEREAS, the financial bid of the lone complying bidder was opened and the bid as read and calculated is as follows:

NAME OF BIDDER	BID PRICE (per unit)	% VARIANCE FROM ABC	ABC (per unit)
K SERVICO TRADE, INC.	Php99,000.00	-0-	Php99,000.00

WHEREAS, upon post-qualification, careful examination, validation, and verification of all the documents submitted by and of the financial bid of the lone complying bidder, it has been determined that **K SERVICO TRADE, INC.** submitted complete documents and its financial bid is determined to be the lone calculated responsive bid;

NOW THEREFORE, on motion duly seconded, be it

RESOLVED, as it is hereby resolved, to recommend to the Head of the Procuring Entity awarding the procurement of 4 units of brand new motorcycle to **K SERVICO TRADE, INC.** with the offered brand, specifications, and price for being the lone calculated responsive bidder.

UNANIMOUSLY APPROVED (07 May 2024)

Signed
Engr. Noriel C. Calpito
 Vice-Chairperson

Signed
Rodrigo O. De Venecia, Jr
 Member

Signed
Engr. Shayne Margie S. Abellera
 Member

Signed
Romeo S. Adriano
 Member

Signed
Engr. Dominic T. Agusdan
 Member

Signed
Atty. Francess Louise E. Gener
 Member

Signed
Atty. Ma. Luisa C. Tenedero
 Chairperson

Attested by:

Signed
Apple Jane P. Aviles
 Secretariat

Signed
Sharlene M. Durante
 Secretariat

Approved by:

Signed
Engr. Salvador M. Royeca
General Manager